



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **PERSONNEL CLERK - MONROE COUNTY** (Provisional* Appointment)

SALARY: \$22,612 - \$29,153 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a clerical position in a human resources setting responsible for maintaining civil service, personnel, payroll, workers' compensation, retirement, and benefits records, as well as assembling and maintaining reports and documents, and assisting employees with routine questions and problems. Responsibilities may include a variety of duties or a concentration in one particular area including Staff Development. The employee reports directly to, and works under the general supervision of, a higher level staff member. Does related work as required.

**Monday through Friday 8:00 a.m. until 4:30 p.m.
Mandatory attendance on Fridays is particularly important for payroll purposes.**

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited college or university with an Associate's degree in Secretarial Science or Business Administration, plus two (2) years full-time or its part-time equivalent office clerical or secretarial experience performing human resource activities; OR,
- (B) Four (4) years full-time or its part-time equivalent office clerical or secretarial experience performing human resource activities; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT(S):

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

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Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: September 16, 2015

Posting Deadline: October 2, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.